
Donation Request Letter For Non Profit

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization/Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization's Name], a non-profit organization dedicated to [briefly describe the mission and the work your organization does].

We are reaching out to you today to request your support for our ongoing efforts to [describe the specific project or initiative]. This initiative is crucial because [explain the significance of the project, its impact, and who it benefits]. In the past year alone, we have [highlight a few accomplishments or success stories to underscore the effectiveness of your work].

As we look to expand our activities and reach more [beneficiaries], we find ourselves in need of additional funding to ensure the continuation and success of our programs. Specifically, we are seeking [mention the specific amount you are requesting or indicate what donations will be used for, such as supplies, programs, services].

Your support can make a real difference. For example, a donation of [specify amount] helps us [describe exactly what the donation will achieve]. All contributions directly benefit [describe the beneficiaries or the cause].

We would be grateful if [Recipient's Organization/Company Name] could support us with a donation. We are also happy to offer [mention any recognition plans, like including their logo on event materials or your website, to provide incentives for their support].

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions or need further information about our organization and the specific needs we are addressing. We are committed to transparency and would be happy to provide more detailed information on how donated funds are used.

Thank you very much for considering this request. Your support is not only crucial for our continued operations but also deeply appreciated by all those who depend on our services.

Warm regards,

[Your Signature, if sending a hard copy]

[Your Printed Name]

[Your Title]

[Your Organization's Name]